

***MyTDEC Forms Portal:
Enabling Electronic Signatures and Approving Forms***

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Version 1.4

How do I enable electronic signatures and approve a form?

Overview

The following document will provide step-by-step guidance on how to enable electronic signatures and approve forms on the MyTDEC Forms Portal. Following these guidelines will result in your ability to digitally sign your forms and perform certain actions.

Step-by-Step Guide

Step 1- Login to your Account

1.1 Selecting Sign In

Begin by navigating to <https://forms.tdec.tn.gov/> . Once you see the screen below, click on “**Sign In**” from the list of options at the top of the page.

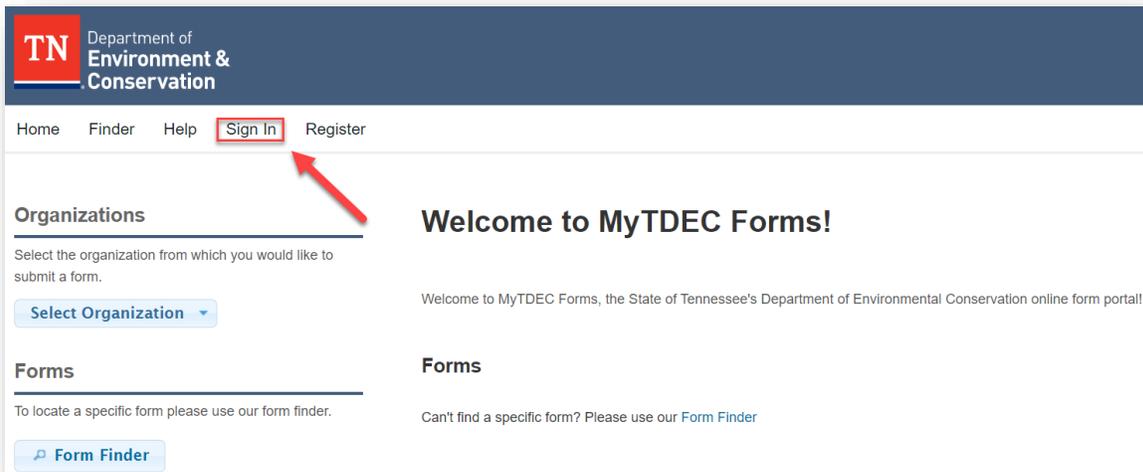


Figure 1 Login Page

Step 1 – Login to your Account

1.2 Sign In with Credentials

After selecting sign in, please fill in the “**User ID**” and “**Password**” fields. If you forgot your password, please select “**Forgot Password**” and follow the subsequent steps to reset that information. Once you have entered your user ID and password into the appropriate fields, please select “**OK**” to complete the log in process.

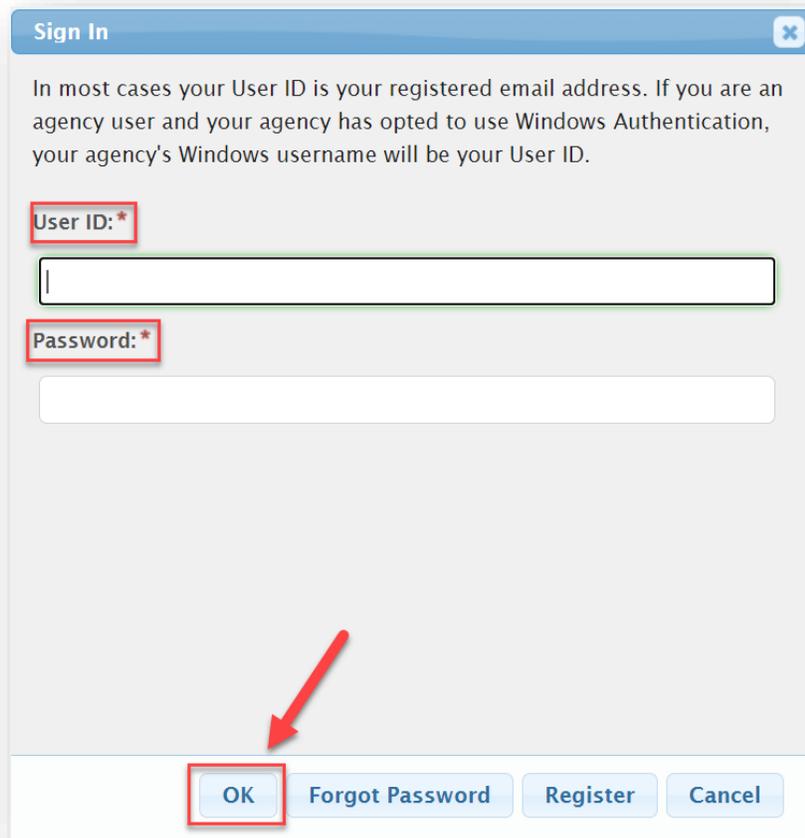


Figure 2 Sign In Window

Step 2 – View Your Profile

After signing in to MyTDEC Forms Portal, select your name in the top right-hand corner. This will redirect you to the **“Edit Profile”** page.

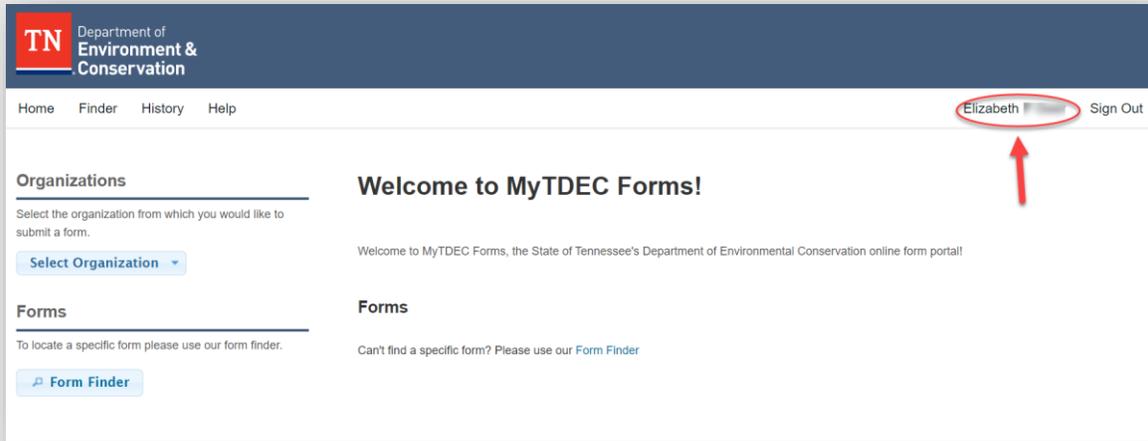


Figure 3 Home Dashboard

Step 3 – Enabling Electronic Signatures

3.1 Adding E-Signature Capability

Within your **“Edit Profile”**, scroll down to the **“E-Signature”** section. Select **“Add Electronic Signature Capability”**, as highlighted below.

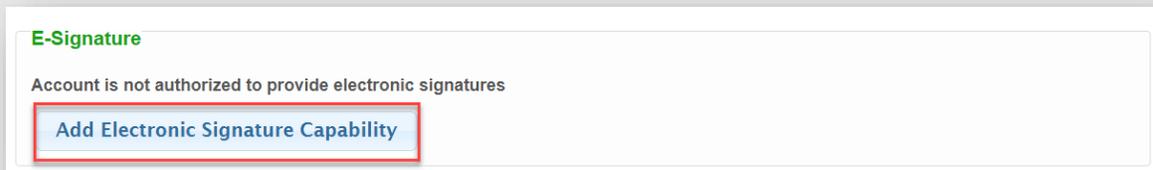


Figure 4 Adding E-Signature from Edit Profile Page

Step 3 – Enabling Electronic Signatures

3.2 Selecting Enable Electronic Signatures

When redirected to the screen below, again select **“Enable Electronic Signatures”** to proceed to the next step of verification.

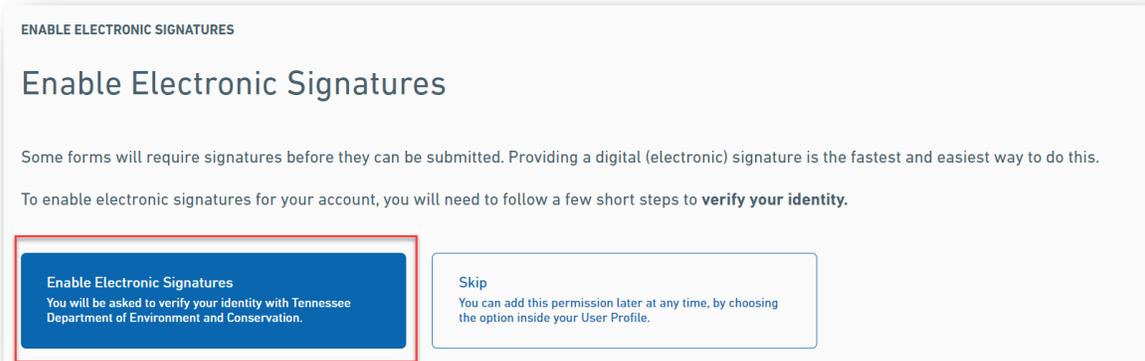


Figure 5 E-Signature Explanation

Step 3 – Enable Electronic (Digital) Signatures

3.3 Identity Verification

In order to use a digital signature on MyTDEC Portal, you must verify your identity. To do so, select **“Use Digital Authentication Service (recommended)”**. Please do not hit **“Download Mail-in Form”** or **“Skip identity verification”**. These options will not allow you to continue with the digital signature process until the mail in form is processed.

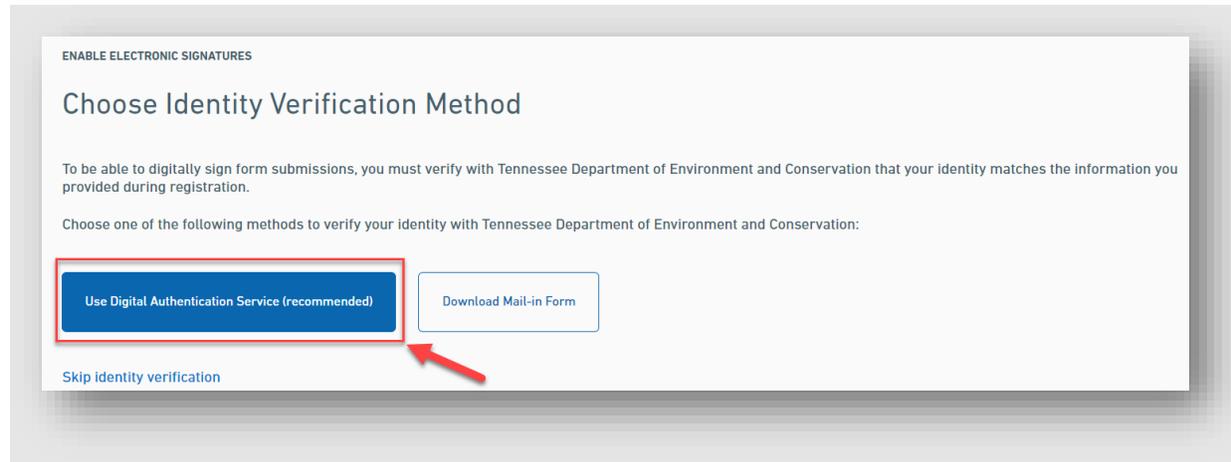


Figure 6 Choose Identity Verification Method

Step 3 – Enable Electronic Signatures

3.4 Accept Terms of Use

The next screen will prompt you to agree to TDEC’s terms of use. Read the terms of use document by using the scroll bar at the right. When you have finished reading, click **“Continue”** to continue with the identity verification process.

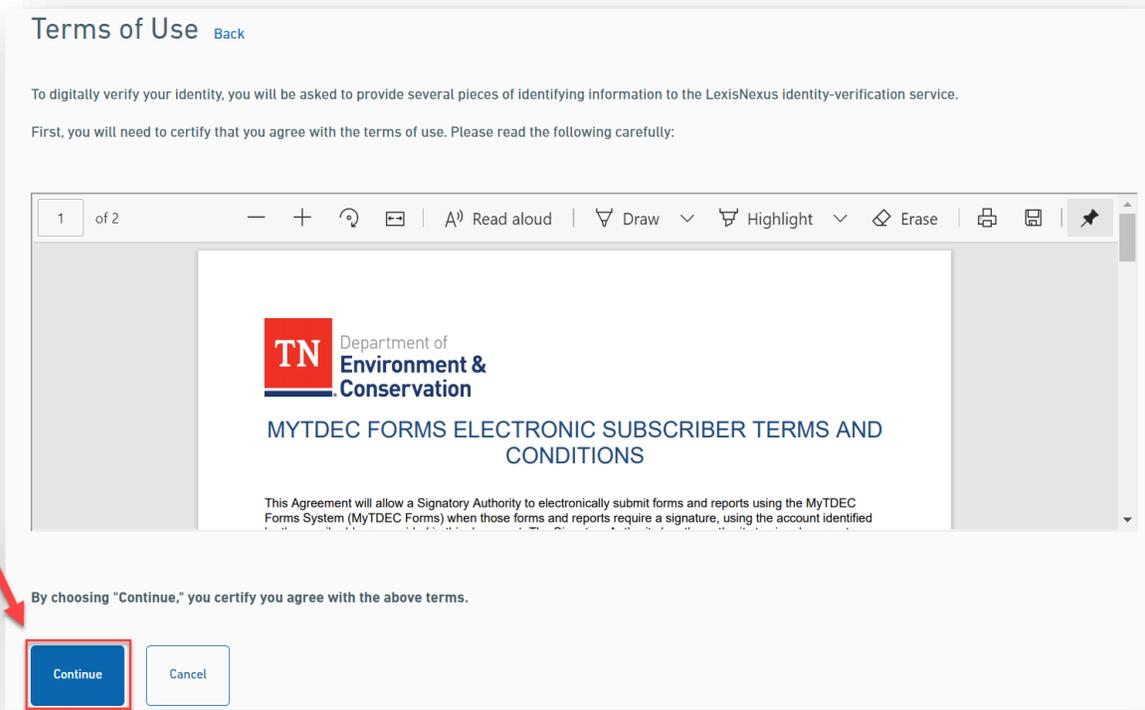
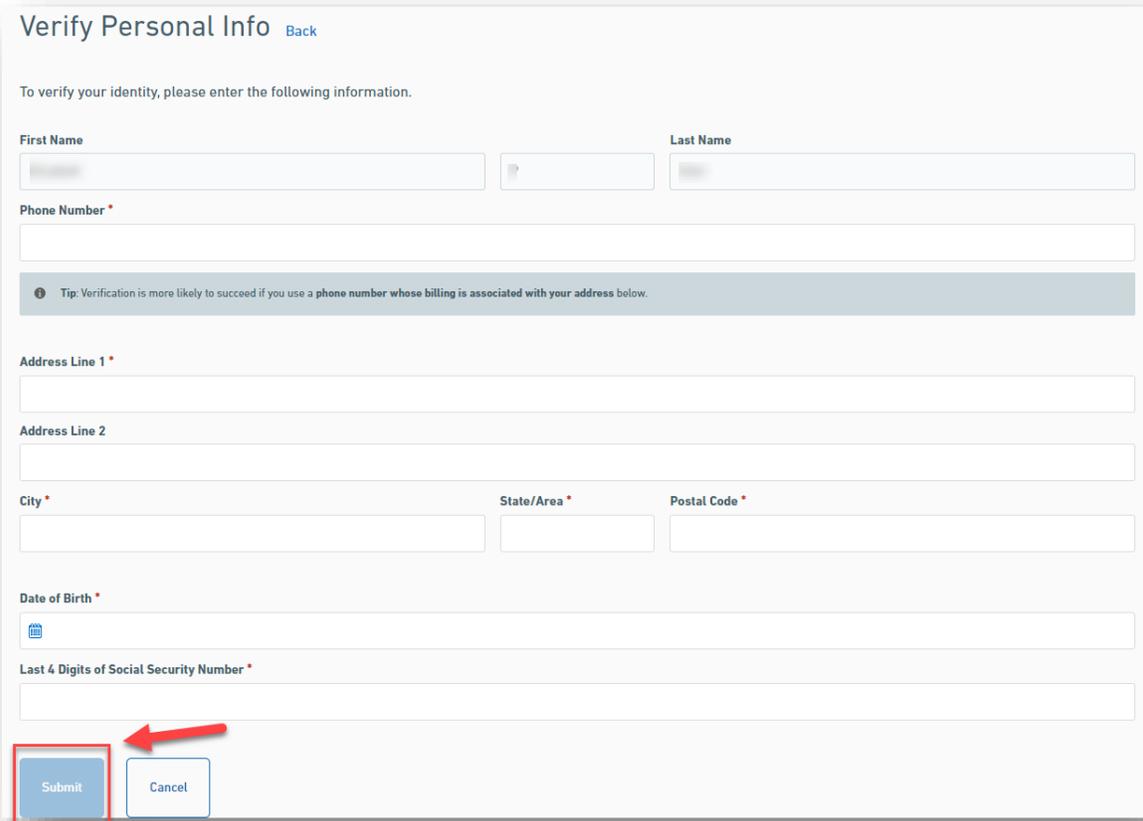


Figure 7 Accepting Terms of Use

Step 3 – Enable Electronic Signatures

3.5 Confirming Personal Information

You will now be prompted to verify your personal information. All fields below that are marked with a **red asterisk** are **required** and you will not be able to continue with the e-signature process without completing them. Once you have filled in all blanks with the appropriate information, please click **“Submit”**. The submit button will be **dark blue** when all fields have been filled and you can proceed.



The screenshot shows a web form titled "Verify Personal Info" with a "Back" link. Below the title is the instruction: "To verify your identity, please enter the following information." The form contains several input fields, each with a red asterisk indicating it is required: "First Name", "Last Name", "Phone Number", "Address Line 1", "Address Line 2", "City", "State/Area", "Postal Code", "Date of Birth", and "Last 4 Digits of Social Security Number". A tip box states: "Tip: Verification is more likely to succeed if you use a phone number whose billing is associated with your address below." At the bottom of the form are two buttons: "Submit" and "Cancel". The "Submit" button is highlighted with a red box, and a red arrow points to it from the right.

Figure 8 Adding Personal Information



Step 3 – Enable Electronic Signatures

3.6 Confirmation of Identity Verification

If your information was submitted successfully, you will be prompted to the following screen notifying you that you have been granted electronic signature capabilities. Click “**Continue**” to proceed.

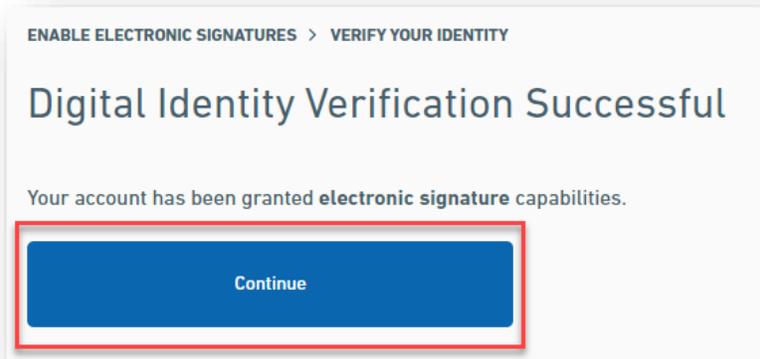


Figure 9 Successful Digital Identity Verification

Step 4 – Creating Challenge Questions

4.1 Begin Entering Challenge Questions

After selecting continue, you may be automatically prompted to create challenge questions. If this is the case, please continue to step **4.2**. If you are not immediately prompted to create challenge questions, wait until you see **a yellow and blue alert button** next to your name, as shown in the top right corner. Click on your name to view your **user profile**. There, you should have a yellow banner like the one below. Please select **enter new Challenge Questions** to begin the last step of e-signing.

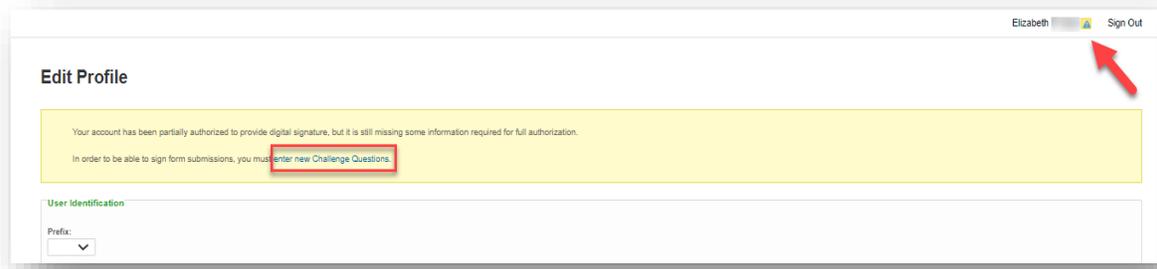
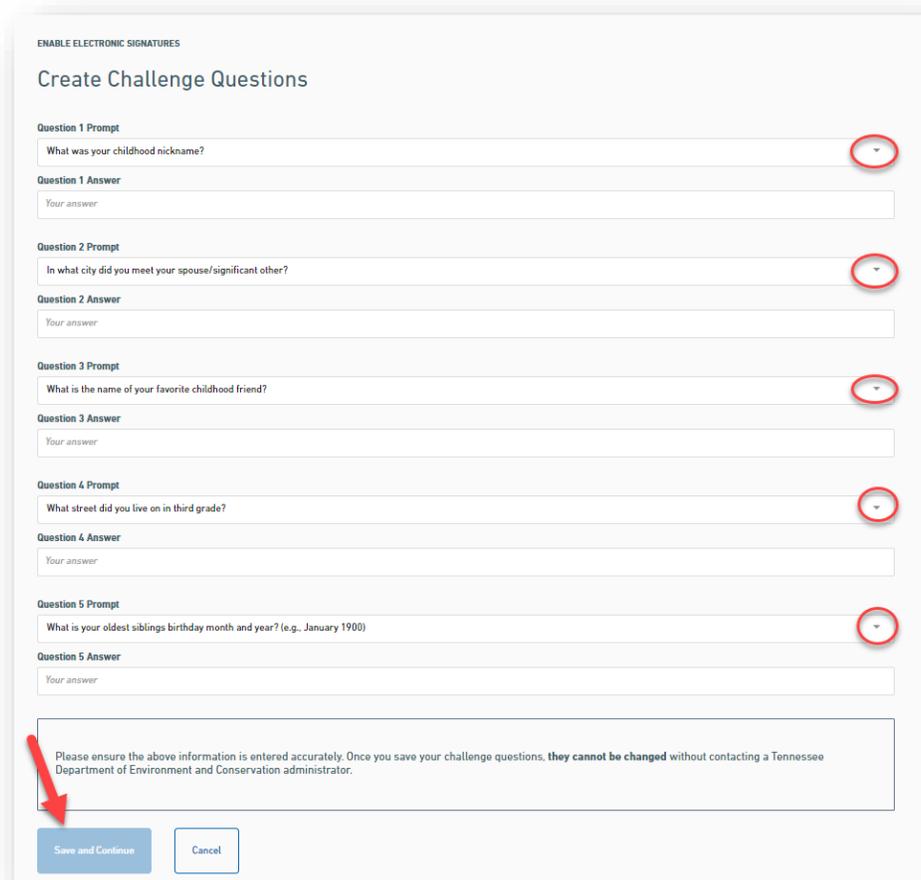


Figure 10 Begin Challenge Question Set Up

Step 4 – Creating Challenge Questions

4.2 Selecting and Answering Challenge Questions

To complete the enablement of electronic signatures, you need to select and answer 5 **challenge questions**. You can choose from a variety of questions by selecting the **drop-down arrow** at the far right. Each answer must be at least **5 characters in length**, and each answer must be **distinct** from the others. You must answer one randomly selected challenge question each time you enter your password to execute an e-signature, so be sure to remember your responses. Only a correct answer to the challenge question will allow the user’s password to be applied to the electronic document. Once you have chosen and answered all five questions, select **“Save and Continue”**.



ENABLE ELECTRONIC SIGNATURES

Create Challenge Questions

Question 1 Prompt
 What was your childhood nickname?

Question 1 Answer
 Your answer

Question 2 Prompt
 In what city did you meet your spouse/significant other?

Question 2 Answer
 Your answer

Question 3 Prompt
 What is the name of your favorite childhood friend?

Question 3 Answer
 Your answer

Question 4 Prompt
 What street did you live on in third grade?

Question 4 Answer
 Your answer

Question 5 Prompt
 What is your oldest siblings birthday month and year? (e.g., January 1900)

Question 5 Answer
 Your answer

Please ensure the above information is entered accurately. Once you save your challenge questions, they cannot be changed without contacting a Tennessee Department of Environment and Conservation administrator.

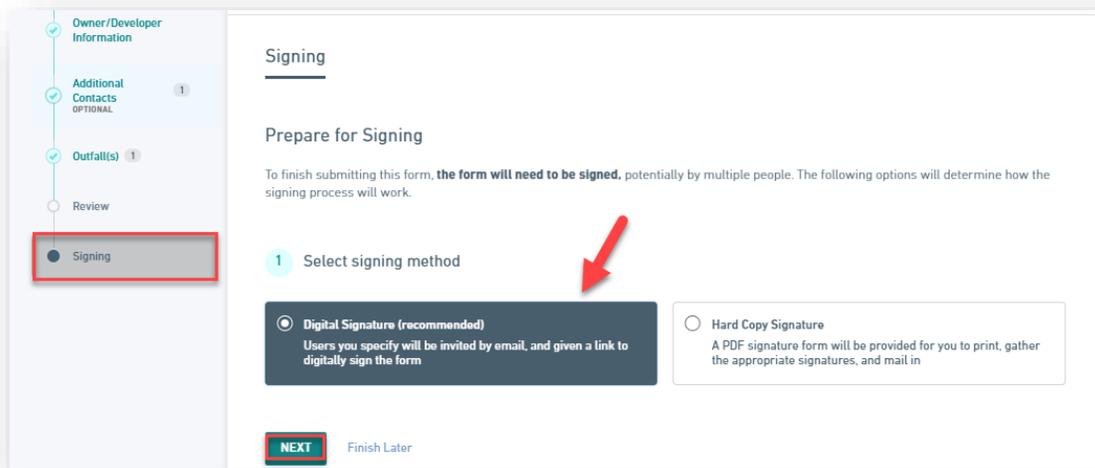
Save and Continue Cancel

Figure 11 Creating Challenge Questions

Step 5 – Electronically Signing a Form

5.1 Requesting to Sign off on a Form

Finally, navigate back to a form that is requiring your signature. Head to the **“Signing”** section of the form. Under **“Select signing method”**, choose **“Digital Signature (recommended)”**. Then click **“NEXT”**, as highlighted below.



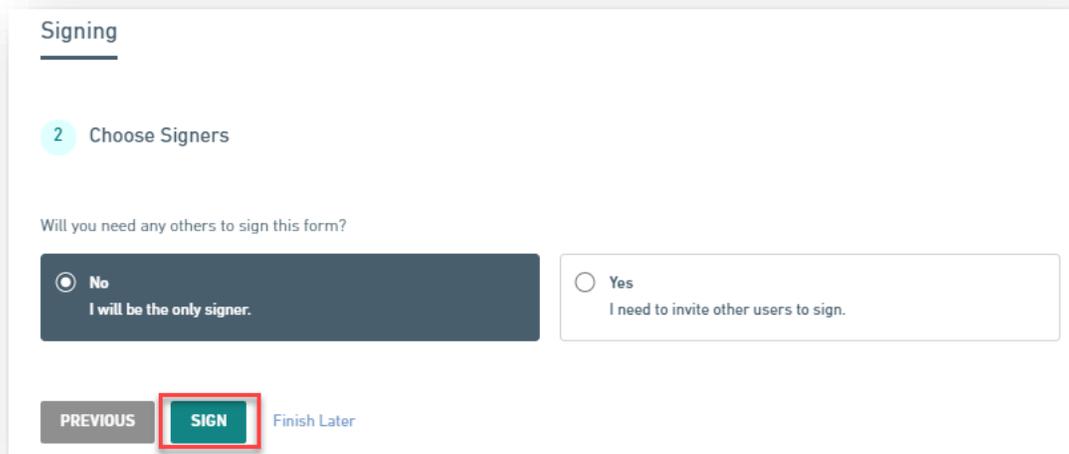
The screenshot shows a web interface for signing a form. On the left is a vertical sidebar with a progress indicator. The steps are: 'Owner/Developer Information', 'Additional Contacts OPTIONAL', 'Outfalls 1', 'Review', and 'Signing'. The 'Signing' step is currently active and highlighted with a red box. The main content area is titled 'Signing' and contains the following text: 'Prepare for Signing. To finish submitting this form, the form will need to be signed, potentially by multiple people. The following options will determine how the signing process will work.' Below this text is a section titled '1 Select signing method' with a red arrow pointing to the 'Digital Signature (recommended)' option. This option is selected with a radio button and includes the text: 'Users you specify will be invited by email, and given a link to digitally sign the form'. The 'Hard Copy Signature' option is unselected and includes the text: 'A PDF signature form will be provided for you to print, gather the appropriate signatures, and mail in'. At the bottom left of the main content area, there is a 'NEXT' button highlighted with a red box, and a 'Finish Later' link next to it.

Figure 12 Choosing Digital Signature

Step 5 – Electronically Signing a Form

5.2 Other Signers

The form will now prompt you to specify if anyone else will be signing the form. If you are the only signer, select **“No”**. If you need to invite others to sign, select **“Yes”** and enter their email. After making your selection, click **“SIGN”**.



Signing

2 Choose Signers

Will you need any others to sign this form?

No
I will be the only signer.

Yes
I need to invite other users to sign.

PREVIOUS SIGN Finish Later

Figure 13 Choosing Signers

Step 5 – Electronically Signing a Form

5.3 Confirming Password and Challenge Questions

In order to sign the form, a **certification statement** will pop up. Please read the statement and **check** all of the highlighted boxes below confirming your agreement with the statements. Then, **“Enter your password”** and provide an answer to **one of your challenge questions**. Finally, click **“SIGN”**. This concludes the e-signature process.

For Contractor(s): I certify under penalty of law that I have reviewed this document, any attachments, and the SWPPP referenced above. Based on my inquiry of the construction site owner/developer identified above and/or my inquiry of the person directly responsible for assembling this NOI and SWPPP, I believe the information submitted is accurate. I am aware that this NOI, if approved, makes the above-described construction activity subject to NPDES permit number TNR100000, and that certain of my activities on-site are thereby regulated. I am aware that there are significant penalties, including the possibility of fine and imprisonment for knowing violations, and for failure to comply with these permit requirements. As specified in Tennessee Code Annotated Section 39-16- 702(a)(4), this declaration is made under penalty of perjury.

I am the owner of the account used to perform the electronic submission and signature.

I have the authority to submit the data on behalf of the facility I am representing.

I agree that providing the account credentials to sign the submission document constitutes an electronic signature equivalent to my written signature.

I have reviewed the electronic form being submitted in its entirety, and agree to the validity and accuracy of the information contained within it to the best of my knowledge.

Caution: 4 unsuccessful attempts will result in your account being locked.

Enter your password

What is your oldest siblings birthday month and year? (e.g., January 1900)

SIGN **CANCEL**

Figure 14 Choosing Digital Signature

